

# CAPPS HR/Payroll Governance Approved Enhancements

Date of Report: 10/18/2021

Service Requests (SRs) Information  
Enhancements Approved by Governance – ACTIVE

Gov. Priority	SR #	Gov. Priority #	Requesting Agency	Product	Impacts All Agys	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/Customization Overview)	Status; *=Updates	UAT & PRD Target Dates
1	1111	23.17	OCA/SPA	Reporting Team	Yes	Reports	Medium	Large	State Matching Contributions reports by Year.	Agency wants the current <b>State Matching Contribution</b> report to include the Appropriations Year (AY) column.  The TX_PYRL_DTL should include: <ul style="list-style-type: none"> <li>Earn dates</li> <li>Pay dates</li> <li>AY and FY for each of the above</li> </ul> Additionally, agency wants a new report for YTD contribution totals with the option to run by either FY or AY. The current report only has the option to run by payroll document number.	The agency wants to add the EARNNS_END_DT field to the <b>State Matching Contribution</b> report in order to show when an amount was appropriated versus when it was paid. Additionally, the agency wants a new report in the same format as the <b>State Matching Contribution</b> report with a Run Control option of FY or AY. Adding the Run Control option for FY or AY cannot be simply added to the current report.	Add the AY to the current <b>State Matching Contribution</b> report. Create a new report that provides year-to-date totals with the option to run by either FY or AY. Add the earn date and pay date to the TX_PYRL_DTL query along with the corresponding AY and FY columns.	In work	TBD
2	28607	19.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Add a view to <b>Veteran Details</b> report.	Add a new view to the <b>Veteran Details</b> report to allow for exporting the data in a format without suppression of all the columns that have repeating data, so that it can be loaded properly into Access.	Provide veteran information that is in an export/export-friendly format as a new view to the <b>Veteran Details</b> report in CAPPS Recruit OBI.	Build and publish a new view of the Veteran Details report in CAPPS Recruit OBI.	In work	TBD
3	28335	16.5	TDI/OIEC (454/448)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update the <b>TX Comprehensive Req Metrics</b> report.	Agency wants to update an existing report to add more Requisition metrics. In the TX <b>Comprehensive Requisitions Metrics</b> report, add a new column or field, "Acceptance – Hire (# days)." This field must calculate and/or monitor the number of days between when a candidate accepts an offer until their actual hire date or start date.	The agency requests an update to the <b>TX Comprehensive Requisitions Metrics</b> report to add a new column or field for "Acceptance – Hire (# days)". This field must calculate and/or monitor the number of days between when a candidate accepts an offer until their actual hire date or start date.	Update the OBI report to meet the requirements.	In work	TBD
4	28200	16.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Cand. Hist. Det. & TX – Recruiting – Source Yield.	Update the <b>Recruiting Source Yield</b> report to include filtering by a Date range and provide the functionality to include people without a "Source" in the graph. Ensure that the <b>Candidate History Detail</b> report is also including people without a Source.	Update the <b>Candidate History Detail</b> and <b>Recruiting – Source Yield</b> reports in CAPPS Recruit OBI to include candidates without a source indicated. Also include a date range for filtering on the <b>Recruiting – Source Yield</b> report.	Update the <b>Candidate History Detail</b> and <b>Recruiting – Source Yield</b> reports to meet the requirements in CAPPS Recruit OBI.	In work	TBD

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5	28606	16.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	New report to list Submissions Completed Metrics.	Create a new report to list "Submissions Completed Metrics" to show the Total Submissions Completed (Applicants) by CSW Status and by Req ID. The Agency seeks to see a total Submissions Completed by the CSW Statuses and then the Job Codes for a date range (this is for Sr. Mgmt.). Recommend making this a new report called "Submissions Completed Metrics" and provide the various "slices" within it for the columns mentioned below with added date range filtering: <ul style="list-style-type: none"><li>• Parameter</li><li>• Start Date</li><li>• End Date</li><li>• State Job Code</li><li>• Job CodeDisplay Columns</li><li>• Requisition ID</li><li>• Position #</li><li>• State Job Code</li><li>• Job Code</li><li>• Requisition Title</li><li>• CSW Status Name (Not Selected, Applicant Withdrew, Hired – External, etc.)</li><li>• Total applicants (Completed Submissions) per CSW Status Name</li><li>• Total applicants (Completed Submissions) per Req IDDetails (attached)</li></ul>	Build a new report in CAPPS Recruit OBI that provides submissions completed by CSW status, requisition ID and job code for a date range.	Build and publish a new report (tentatively named Submissions Completed Metrics) meeting the requirements in CAPPS Recruit OBI.	Assigned	TBD
6	28687	16.14	CAPPS	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Retire 16 CAPPS Recruit Reports.	It is recommended that a set of legacy reports be retired from the Reports and Dashboards portfolio within CAPPS Recruit as a clean-up effort  Those legacy reports are: <ul style="list-style-type: none"><li>• Candidate Details</li><li>• Candidate Offers Pending Approval</li><li>• Candidate Summary By Recruiting Status (Time Spent In Each Status)</li><li>• Candidates Requiring Attention (Based On Aging)</li><li>• Process Audits — Recruiting</li><li>• CSW Funnel —Recruiting</li><li>• Offer Success Rate — Recruiting</li><li>• Open Req Summary Pivot — Recruiting</li><li>• Recruiter Workload – Recruiting</li><li>• Source Type Yield – Recruiting</li><li>• Source Yield Stats (Line Trellis) – Recruiting</li><li>• Source Yield Top Sources Trend (Pie Trellis)</li><li>• Requisition Pipeline Summary Counts</li><li>• Requisitions Active Historical Snapshot</li><li>• Requisitions Filled Summary</li><li>• Requisitions Pending Approval</li></ul> See the attached XLS that provides more insight as to why each is recommended for decommissioning.	Decommission the designated reports from CAPPS Recruit OBI.  Of the reports, most have no significant value, or there is a more relevant customized alternative report. Some report data is better accessed directly via CAPPS Recruit online functionality.Also, update the Requisitions Filled Details report to report based on date range in order to make it more useful as a replacement for the Requisitions Filled Summary report.	The CAPPS Recruit Deployment team will remove these from each of the Agency's folders in CAPPS Recruit OBI by configuration.They will also update the Requisitions Filled Details report to report based on date range.	In work	TBD

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7	28603	12.71	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Add Views to Requisition Details Report.	<p>Add several new views to the Requisition Details report.</p> <p>Add views to show the posting metrics as outlined below:</p> <ul style="list-style-type: none"><li>Filtering Parameters (possible):<ul style="list-style-type: none"><li>Start Date</li><li>End Date</li></ul></li></ul> <p>Provide the requested totals for the Report to display (or similar):</p> <ul style="list-style-type: none"><li>Total Requisitions that were Posted for the timeframe</li><li>Total Requisitions that were Posted per Dept ID for the timeframe</li><li>Total Requisitions that were Posted per Dept ID &amp; Requisition Title for the timeframe</li><li>Total Requisitions that were Posted per Dept ID &amp; State Job Code for the timeframe</li><li>Total Requisitions that were Posted per Dept ID &amp; Job Code for the timeframe</li><li>Total Requisitions that were Posted per Requisition Title for the timeframe</li><li>Total Requisitions that were Posted per State Job Code for the timeframe</li><li>Total Requisitions that were Posted per Job Code for the timeframe</li></ul> <p>Report Display – Detail: Add a view to display a smaller view of the data set to display Total Submissions Completed (Applicants) by key data elements below (using the Submissions Completed measure). Suggested filtering Parameters:</p> <ul style="list-style-type: none"><li>Start Date</li><li>End Date</li><li>State Job Code</li><li>Job Code</li></ul> <p>Suggested Display Columns:</p> <ul style="list-style-type: none"><li>Requisition ID</li><li>Position Number</li><li>State Job Code</li><li>Job Code</li><li>Requisition Title</li><li>Total Applicants (Completed Submissions)</li></ul> <p>Also add date filters as prompts such as Requisition Created Date.</p>	<p>Update the Requisition Details report in CAPPS Recruit OBI to add additional views to the report. The additional views give details on posting metrics and additional submission metrics.</p>	<p>Update the Requisition Details reports to meet the requirements in CAPPS Recruit OBI.</p>	Assigned	TBD

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8	23162	11	CAPPS	CAPPS HR/Payroll	No	Performance Mgmt	Medium	Low	Agency Admins approving PM documents.	Agency Administrators can have the workflow directed to them for approving Performance Documents. Currently only the 2nd level Manager is approving documents if template is configured for that process/workflow.	List of Agency Administrators will need to be created with current Agency Administrator role(s).	This is a configuration to templates that agencies use. This will allow smaller agencies that have a flat "reports to" structure to have an approval process without second level managers.	*Acceptance Testing-Statewide	Statewide 10/11 — 10/15 Agency 10/18 — 10/22 PRD 10/29/2021
9	8506	5.17	DPS	CAPPS HR/Payroll	Yes	Reports	Low	Medium	New dual employment query.	Agency wants to run a query that shows any employees dually employed at another agency.	The State Employees Employed by More Than One State Agency does not show SAD1 employees. Agency is requesting a simple query that shows all employees dually employed.	Since Query Manager Won't allow agencies to view other agency information, I suggest we create a view that can, in turn, be used as a query.	Assigned	TBD
10	28637	4.43	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Recruit - Staffing Workload Report.	Update the Recruiting – Staffing Workload Report as follows: <ol style="list-style-type: none"><li>1. Remove the Total Submissions Completed measure to the left of the pivot as it is misleading.</li><li>2. Remove (or move) the row label for the #Submissions Completed in the pivot heading.</li><li>3. Add the Recruiter Name to the report.</li></ol> FYI: The grand total by CSW Statuses is present and that piece does not need to change.	Update the Staffing Workload report in CAPPS Recruit OBI to remove the total submissions completed, update the # Submissions Completed in the pivot heading, and add the recruiter.	Update the Staffing Workload report to meet the requirements in CAPPS Recruit OBI.	Assigned	TBD